

This vacancy announcement has been extended. The new closing date is July 30, 2009.

Position Vacancy:

## Communication Assistant

The U.S. Embassy in Tokyo is seeking a U.S. Citizen for employment as Communication Assistant in the Information Programs Office.

**OPEN TO:** U.S. Citizens  
**POSITION:** Communication Assistant (#A55701)  
**OPENING DATE:** July 2, 2009  
**CLOSING DATE:** July 30, 2009  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** Ordinarily Resident (OR) FSN-8 ¥8,664,261 p.a.  
Not-Ordinarily Resident (NOR) FP-6

### PLEASE NOTE:

1. Only candidates selected for an interview will be contacted.
2. Salary may vary depending on the qualifications of the successful candidate.
3. U.S. taxes will be deducted for U.S. citizens & U.S. legal permanent residents (green card holders).
4. Only U.S. citizens who are able to obtain and hold a top secret level security clearance may apply.
5. If a non-Appointment Eligible Family Member (AEFM) is selected, the term of this position will be 2 years, at which time the position will be re-advertised.

### BASIC FUNCTIONS OF POSITION:

1. Safeguard all classified materials in accordance with the Department of State security regulations, including the controlled receipt, storage, shipment and destruction of classified materials.
2. Submit purchase requests, process deliveries, file and track all office purchases.
3. Manage overall Embassy Records Management program to include maintenance and retirement of all records in accordance with Department of State regulations.
4. Maintain the Embassy classified pouch program and perform escort duties.
5. Maintain the Embassy WPAS, E-Score and other inventories. Process all requests for repair/return of office equipment.
6. Provide first line of customer service and telephone support.
7. Position requires a top secret level security clearance.

### QUALIFICATIONS REQUIRED:

1. Education: High school graduate.
2. Prior Work Experience: 3 years of general management experience, preferably in the field of IT or communications.
3. Language Proficiency: Level IV\* (fluent) English.
4. Knowledge: Good working knowledge pertaining to IT, security and safeguarding classified documents and materials.
5. Skills and Abilities: Good computer skills and the ability to utilize word processing, spreadsheet, e-mail and in-house applications. Excellent office management skills.

\* U.S. Government's language standards. For equivalents in other standard tests, please see <http://japan.usembassy.gov/e/info/tinfo-jobtips.html>

### **SELECTION PROCESS:**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current OR employees serving a probationary period, or NOR employees in the first 90 days of their appointment, are not eligible to apply.
3. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

### **TO APPLY:**

Interested applicants for this position **must** submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); *OR*
2. A current resume or curriculum vitae that provides the same information as OF-612; *PLUS*
3. Candidates who claim U.S. Veterans preference **must** provide a copy of their Form DD-214 with their application.
4. Ordinarily resident applicants **must** submit a copy of required residency permit. The U.S. Embassy does not sponsor work visas in Japan.
5. Any other documentation such as language test scores, certificates, copies of degrees earned or school/college transcripts that support candidates claims of education, language or special skills level stated in SF-171, or OF-612, or resume.
6. Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

### **SUBMIT APPLICATION TO:**

Minako Morimoto  
Human Resources Office  
U.S. Embassy Tokyo

By post: 1-10-5, Akasaka, Minato-ku, Tokyo 107-8420  
Or by fax: 03-3224-5818  
Or by email: [tokyorecruitment@state.gov](mailto:tokyorecruitment@state.gov)

### **DEFINITIONS:**

1. **AEFM**: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria: 1) U.S. citizen; 2) Spouse, same sex partner, or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven

abroad; and 5) Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or Uniformed Services.

2. Ordinarily Resident (OR): A citizen of Japan or a citizen of another country who has shifted the main residency focus to Japan and has the required residency permits for employment in country.
3. Not-Ordinarily Resident (NOR): Typically NORs are USEFMs and EFM of Foreign Service, Civil Service, or Uniformed Service members who are eligible for employment under a U.S. Government pay plan, on the travel orders and under Chief of Mission authority; or other personnel having diplomatic privileges and immunities.
4. U.S. Citizen Eligible Family Member (USEFM): A USEFM is i) a U.S. citizen; ii) a spouse, same sex partner, or dependent who is at least age 18; iii) listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; and iv) residing at post with the sponsoring employee.
5. Member of Household (MOH): An MOH is a person who: 1) is accompanying, but is not listed on the travel orders of an FS, CS, or Uniformed Service member officially assigned to post and under COM authority; 2) has been declared by the sponsoring employee to the COM as part of his/her household; and 3) resides at post with the sponsoring employee.

***CLOSING DATE: July 30, 2009***